

**PUBLIC EMPLOYEES' RETIREMENT SYSTEM**  
PERS-HRD-88 (Rev. 7/89)

**POSITION DUTY STATEMENT**

**INSTRUCTIONS:** The Executive Officer is required by Government Code Section 18805 to report (or to record) "...material changes in the duties of any position in his Jurisdiction." The Position Duty Statement is used for this Purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important Duties and responsibilities of the position below. Group Related duties in numbered paragraphs and indicate the Proportion of total work time occupied. Prepare copies for employee assigned to the position and his/her Supervisor.

**REQ#6736**

**Title of Position**  
SUPERVISOR,  
ALTERNATIVE INVESTMENT MANAGEMENT UNIT

**Division and/or Subdivision**  
FISCAL SERVICES DIVISION  
INVESTMENT ACCOUNTING SECTION

**Location of Headquarters**  
SACRAMENTO

**Class Title of Position**  
ACCOUNTING ADMINISTRATOR I (SUP)

**Position Number**  
275-240-4549-008

**Effective Date**

Percent  
Of  
Time  
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities:

Under the general direction of the Manager of the Investment Accounting Section, the incumbent supervises staff which performs a variety of accounting duties related to the Alternative Investment Management (AIM) Program. The Accounting Administrator I (Supervisor) must possess an in-depth knowledge of investment accounting principles and practices. The incumbent will provide technical expertise in areas of investment accounting. The AA1 (Sup) will supervise professional staff working independently in a highly technical area and will coordinate activities with other entities within CalPERS as well as outside agencies and organizations. The incumbent is responsible for the following duties:

45%

The incumbent plans, organizes and directs professional staff in the reconciliation of investment transactions against the custodian's, partner's and PrivateEdge records. Plans, organizes and directs staff in their review, research, and resolution of exceptions for AIM portfolios. Oversees staff in their completion of monthly tasks and analysis. The supervisor is responsible for the day to day administration of the unit.

Works directly with the supervisory and management staff of the Investment Office, providing data and policy input for investment decisions.

25%

Throughout the fiscal year the incumbent assists the section manager in the review of supporting data for the preparation of annual financial reports and schedules.

10%

Oversees the development of new or improved procedures and forms to facilitate work processes. The incumbent will work with other Fiscal Services Division leaders to coordinates procedures and workflow to meet the Division's goals and objectives. Assists the section manager in developing and implementing organizational and procedural plans.

10%

Prepares correspondence to representatives of various investment firms and organizations.

5%

Mentors and encourages staff to perform completed staff work. Recognizes outstanding staff performance. Performs other duties as required.

5%